

Preparation: Teaching Staff Ahadi

Meta-Info:

- Date: Wednesday, the 16th of July 2008
- Location: Maendeleo
- Description: List of all subjects on which I could give classes to the Ahadi-Staff members and coöperators at the campus
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List of necessary classes:

1. The ICT-protocol

- Description:
Session about how to structure working on the computers on the LAN¹
Tips and tricks about how to work in a team.
- Public:
All coöperators, all users of the LAN
- Duration:
1.5 hours

2. Sharing information on the LAN

- Description:
Session about working with the new Document Management Software (DMS)
Following questions will be solved:
 - What is a DMS and which are the advantages of working with a DMS?
 - How can I share information with my colleagues, using the DMS.
 - How can I use information which my colleagues are sharing with me?
 - How can I install new software from the server?
 - What is an .iso-file and how can it help me installing software?
- Public:
All coöperators
- Duration:
4 hours

3. Maintenance of the DMS

- Description:
Session about configuring and organising the new Document Management Software (DMS).
- Public:
ICT-administrators
- Duration:
5 hours

¹ LAN: Local Area Network: in this case: all computer and network components on the Ahadi/Maendeleo campus

4. Maintenance of computersoftware: Nero Ghost 14.0

- Description:
Session about how to easely make backups of the pc–software, how to store the bakcups on the fileserver and how to recover a backup on the pc.
- Public:
ICT–coöperators
- Duration:
6 hours

5. How to use the library software: Small Library Inventory

- Description:
Session about how to make a digital inventory of the library. The session contains following subjects:
 - How to add, change and delete records of books in the database.
 - How to add, change and delete records of users in the database.
 - How to use the loaning–system in the software.
 - How to backup the data of the library.
 - How to work in a team to put all the books into the database.
- Public:
librarian
- Duration:
8 hours

6. How to organise users in an Active Directory

- Description:
Session about organising users and creating groups in an Active Directory and how to use the information in the A.D. for several purposes.
- Public:
ICT–administrators
- Duration:
4 hours

7. Maintenance of the server

- Description:
Session about good servermanagement. In this session several subjects are being discussed:
 - How to prevent hardware damage and data loss in powercuts: how to use the UPS.
 - How to deal with a broken internetconnection: analysing a situation, problem solving techniques.
 - How to manage running services on the server: how to start and stop services.
 - How to maintain the fileserver.
 - Backupmanagement: how to creating new backups and recover old ones.
 - How to use remote controlling software to work on the server.
 - Basic training in the structure of the LAN.
- Public:
ICT–administrators
- Duration:
10 hours

